



2021-22

## Frequently Asked Questions For Counselors



The College Bound Scholarship was established by the Washington State Legislature in 2007 and is administered by the Washington Student Achievement Council.

# Table of Contents

## Counselor FAQ

GENERAL INFORMATION AND MIDDLE SCHOOL ENROLLMENT .....	4
1. What is the College Bound Scholarship Program? .....	4
2. What are the requirements for students to be automatically enrolled in the College Bound Scholarship? .....	4
3. If a family's income is greater than the income requirement, can a student apply anyway? .....	4
4. How do homeschool and private school students sign up? .....	4
5. Do students have to have a Social Security number (SSN) to enroll in College Bound? .....	4
6. How will students know they have been enrolled in the College Bound Scholarship program? ....	4
7. Do students need the certificate to receive the scholarship? .....	5
8. What is the College Bound Pledge? .....	5
9. How much is the scholarship award? .....	5
10. Where can students use the College Bound Scholarship? .....	6
11. What will the income requirement be to receive the scholarship when students graduate from high school? .....	6
COUNSELORS AND THE TOOLBOX .....	7
12. What is the Toolbox? .....	7
13. How do I get access to the Toolbox? .....	7
14. How do I log in to the portal? .....	7
15. How do I change my password for the portal? .....	7
16. Which students should I import into the portal? .....	7
17. Do FRPL privacy regulations prohibit me from importing students? .....	7
18. Can you remove duplicate records? .....	8
19. Can I change info in the Toolbox – if so, how? .....	8
20. How do I remove a student from my school's list? .....	8
21. Why is a particular student marked "ineligible" or "not interested"? .....	8
22. What does it mean when a student is marked as "Bad Address" in the Toolbox? .....	8
23. Why do I have so many "Bad Addresses" in my school? .....	9
24. Why is it called "Bad Address" if it is just missing an address? .....	9
ELIGIBILITY TO RECEIVE THE COLLEGE BOUND SCHOLARSHIP .....	9
25. What is the income requirement to receive the scholarship? .....	9

26.	Can a student graduate out-of-state?.....	9
27.	Can undocumented students receive College Bound? .....	9
28.	Can a student earn a GED and receive College Bound?.....	9
29.	Where can a student use the scholarship? .....	10
30.	Can College Bound be used in another state?.....	10
31.	Can College Bound be used for Running Start? .....	10
32.	Can a student graduate from high school earlier or later than expected? .....	10
33.	Can a student take two years off after high school for a mission trip or military service?.....	10
34.	Why doesn't the CBS award cover all college costs? .....	10
35.	Why did a student only receive \$X for College Bound? .....	10
36.	Is the scholarship transferrable? .....	10
37.	Can the scholarship be used for a master's degree? .....	11
APPEALS.....		11
38.	Can a student appeal if their College Bound record is not found? .....	11
39.	Can a student appeal the diploma requirement?.....	11
40.	Can a student appeal the GPA Requirement? .....	11
41.	Can a student appeal the one-year enrollment deadline? .....	11
42.	Can a student appeal the five-year deadline?.....	11
43.	Can a student appeal the number of quarters they can use it? .....	11

## GENERAL INFORMATION AND MIDDLE SCHOOL ENROLLMENT

### **1. What is the College Bound Scholarship Program?**

It is an early commitment of state financial aid to eligible 7th or 8th grade students. The scholarship is a state-funded program administered by the [Washington Student Achievement Council \(WSAC\)](#).

### **2. What are the requirements for students to be automatically enrolled in the College Bound Scholarship?**

Beginning with the 2019-20 school year, students enrolled in public school who are eligible for free and reduced price lunch in 7th, 8th, or newly eligible in 9th grade will be automatically enrolled in College Bound. This is through a partnership with OSPI and WSAC. OSPI identifies free and reduced price lunch eligible students via data from districts that is reported through CEDARS. Additionally, students in state foster care at any point from 7th grade through age 21 (or they graduate high school) will be automatically signed up. This is through a partnership with the Department of Children, Youth, and Families (DCYF) and WSAC.

For full details on the requirements to receive College Bound, please go to the [Eligibility to Receive the College Bound Scholarship](#) section of this FAQ.

### **3. If a family's income is greater than the income requirement, can a student apply anyway?**

No. For other ways to pay for a college education, visit [wsac.wa.gov](http://wsac.wa.gov).

### **4. How do homeschool and private school students sign up?**

If a student is enrolled in a private school or homeschool program in Washington, the parent/guardian can contact us at 888-535-0747, option 1 to start the application. The parent/guardian and student will then need to complete, sign, and return a form to complete the application.

### **5. Do students have to have a Social Security number (SSN) to enroll in College Bound?**

No, not to enroll initially. However, to receive the scholarship, students must be a U.S. citizen, eligible non-citizen, or meet the program's state residency requirements when applying for financial aid.

### **6. How will students know they have been enrolled in the College Bound Scholarship program?**

A certificate will be mailed to the address we have on file. Please check the portal periodically to be sure all addresses are updated.

## **7. Do students need the certificate to receive the scholarship?**

No – the certificate is not needed to receive the scholarship and does not guarantee receipt of the scholarship. Students must meet the pledge requirements found at [collegebound.wa.gov](https://collegebound.wa.gov) to receive the scholarship.

## **8. What is the College Bound Pledge?**

As part of the College Bound sign-up process, students pledge to:

- Graduate from a Washington State high school or approved homeschool program with a cumulative 2.0 GPA or higher.
- Have no felony convictions.
- Apply for financial aid by completing the FAFSA (Free Application for Federal Student Aid) or WASFA (Washington Application for State Financial Aid) beginning their senior year of high school.
- In order to receive the scholarship, students must fulfill the pledge and:
- Be income eligible, as determined by their college with the information from their FAFSA or WASFA.
- Be accepted to college and begin attending within one year of high school graduation. In order to receive College Bound funding, you must attend an eligible college: [wsac.wa.gov/sfa-institutions](https://wsac.wa.gov/sfa-institutions).
- Be a U.S. citizen or eligible non-citizen and Washington resident, or meet the program's state residency requirements.

## **9. How much is the scholarship award?**

The amount labeled “College Bound” will vary for each individual student depending on the school they attend and other state financial aid they receive. The College Bound Scholarship will combine with other state financial aid to cover tuition (at comparable public tuition rates) some fees, and a small book allowance. Colleges may offer additional financial aid for expenses beyond these costs. This additional aid may be in the form of federal grants, work study, scholarships, and loans. Students will receive the scholarship through their college or university as part of their financial aid award.

The College Bound Scholarship fills the gap after other state aid has been awarded to reach the maximum CBS award amounts listed below.

Maximum CBS Award* 2021-22		
Institutions		Award
Public Research	University of Washington	\$11,839
	Washington State University	\$11,509
Public Comprehensive	Western Washington University	\$8,032
	Central Washington University	\$7,843
	The Evergreen State College	\$7,869
	Eastern Washington University	\$7,371
	Applied Bachelor's	\$7,444
Private Four-year Colleges & Universities		\$11,904
WGU-Washington		\$6,280
Public Community & Technical Colleges		\$4,833
Private Career Colleges		\$4,833

\*When combined with other state financial aid such as Washington College Grant ([wsac.wa.gov/wcg](https://wsac.wa.gov/wcg)).

## 10. Where can students use the College Bound Scholarship?

Students can earn an approved certificate or degree at Washington's two- or four-year public colleges, an approved independent college or university, or a private career school that participates in the Washington State Need Grant program. For a complete list, visit [wsac.wa.gov/sfa-institutions](https://wsac.wa.gov/sfa-institutions).

## 11. What will the income requirement be to receive the scholarship when students graduate from high school?

To receive the scholarship, the family's income must fall within 65 percent of the state's median family income. Eligibility will be determined by the college's financial aid office when the student completes the FAFSA or WASFA when applying to college. You can visit <https://wsac.wa.gov/college-bound#using-the-scholarship> to look at the income chart.

## COUNSELORS AND THE TOOLBOX

### **12. What is the Toolbox?**

The Toolbox is housed within the WSAC secure portal. The Toolbox allows schools to see which students are enrolled and update student contact information. The Toolbox displays live data, once an application is entered the student will appear on your school's list. OSPI provides weekly updates on current enrollment information for students.

### **13. How do I get access to the Toolbox?**

The Toolbox is part of our secure portal. For access to the portal, email College Bound at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov) with your name, title, school, district, and phone number.

### **14. How do I log in to the portal?**

Visit [wsac.wa.gov](http://wsac.wa.gov) and click on the link for The Portal under the Administration tab, or go to <https://portal.wsac.wa.gov/>.

### **15. How do I change my password for the portal?**

Click the "Forgot your password?" link on the portal login page.

### **16. Which students should I import into the portal?**

We recommend only uploading those who are currently eligible for FRPL to update contact information. You may want to check with your district to see if they are currently doing so.

### **17. Do FRPL privacy regulations prohibit me from importing students?**

No. Per guidance from OSPI and WSAC's legal counsel, as well as Washington's Attorney General's Office:

"It is permissible for a school official to share additional identifying information regarding a FRLP-eligible student with WSAC—not just the student's name and eligibility status. As we understand it, the additional identifying information does not come from the student's FRLP application. Instead, it's information that the school official maintains or has access to outside of the FRLP program. Therefore, that additional information is not subject to the FRLP privacy rule.

We don't think this is a "loophole". The general reason that eligibility information can be shared with school or health officials is so that education and health programs can combine the program status information with other information for the purpose of providing services. It wouldn't make sense if the FRLP privacy rule limited their ability to do that.

Having said this, any additional student information disclosed by a school official may be subject to the Family Education Rights and Privacy Act (FERPA), and schools should be careful to make sure that the disclosure complies with FERPA requirements.”

WSAC has data share agreements available should your district want to file one regarding uploading to WSAC. A recommended best practice is to have a data share agreement between your district’s food nutrition services office and whomever will be doing the CBS upload. A template for that agreement can be found at: <http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/FreeReduced.aspx> (it is located under the Disclosure of Free and Reduced-Price Information and Eligibility Status section). Please contact CBS program staff with any questions.

You can create your list of eligible students by using the Free/Reduced Priced Meals Demographic report found in the Attributes and Programs tab in CEDARS.

OSPI’s [Confidentiality Requirements of Common Programs](#) may also be a helpful resource.

### **18. Can you remove duplicate records?**

Yes –please email College Bound with the student’s full name and birthdate at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov).

### **19. Can I change info in the Toolbox – if so, how?**

Yes, by clicking on the individual student’s record, you can then click the edit button to make the appropriate changes. Be sure to save the changes after editing the information.

### **20. How do I remove a student from my school’s list?**

We cannot remove records once they are entered. If a student is no longer enrolled at your school, it will be updated when their enrollment information is updated with OSPI and we receive the new data.

### **21. Why is a particular student marked “ineligible” or “not interested”?**

The parent/guardian indicated the student was not eligible or they were not interested.

### **22. What does it mean when a student is marked as “Bad Address” in the Toolbox?**

When a student shows up on a “Bad Address” list in the Toolbox it can mean one of two things:

- 1) At some point we attempted to send mail to the student’s address on file and it was returned as undeliverable to our office
- 2) One or all fields in the address are blank/missing. This will be the primary reason you have many students on your bad address list.



### **23. Why do I have so many “Bad Addresses” in my school?**

The new auto enroll process allows us to get eligible student information from OSPI to complete a CBS application, we do not however get parent/guardian name or addresses for any students. That is what causes them to show up in your “Bad Address” list in the Toolbox.

### **24. Why is it called “Bad Address” if it is just missing an address?**

The term “Bad Address” means that an address needs attention and is not an address where we can send mail. Having them marked as a “Bad Address” stops our system from generating letters to student files that either have no address or have had mail returned at some point because of an invalid address.

## **ELIGIBILITY TO RECEIVE THE COLLEGE BOUND SCHOLARSHIP**

### **25. What is the income requirement to receive the scholarship?**

To receive the scholarship, the family’s income must fall within 65 percent of the state’s median family income. Eligibility will be determined by the college’s financial aid office when the student completes the FAFSA or WASFA when applying to college. The income chart is available online at <https://wsac.wa.gov/college-bound#using-the-scholarship>.

### **26. Can a student graduate out-of-state?**

Students are required to graduate from a Washington State high school or approved homeschool program. If you have questions about a student’s specific situation, please contact College Bound.

### **27. Can undocumented students receive College Bound?**

Yes, if they meet both program requirements (i.e., the College Bound pledge, income eligibility, etc.) and state residency requirements. More information on these residency standards is available at [wsac.wa.gov/wasfa](https://wsac.wa.gov/wasfa).

### **28. Can a student earn a GED and receive College Bound?**

Generally, no. Beginning in the fall of 2017 (Senate Bill 5890), students who experienced foster care at any point between 7th grade and the age of 21 may be able to receive College Bound after earning a high school equivalency certificate. Students should contact program staff at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov) or 888-535-0747, opt. 1 to discuss their specific situation and next steps, but generally:

Students need to have been auto-enrolled into the College Bound Scholarship (see question 10).

- They will need to provide a copy of their high school equivalency certificate (currently in WA, this is the GED exam) to program staff.
- Students will need to have earned the GED prior to their 21st birthday.
- Students will need to enroll in college within one year of receiving their GED.

- Students must not have been convicted of a felony.
- Students must also be income-eligible, as determined by completing the FAFSA or WASFA.

### **29. Where can a student use the scholarship?**

The scholarship can be used at over 65 eligible institutions in Washington. You can find the current list at [wsac.wa.gov/sfa-institutions](https://wsac.wa.gov/sfa-institutions).

### **30. Can College Bound be used in another state?**

No, College Bound is specific to Washington.

### **31. Can College Bound be used for Running Start?**

No, students must graduate from high school before they can use the scholarship.

### **32. Can a student graduate from high school earlier or later than expected?**

Yes, if the graduation date changes, contact College Bound to ensure the student's record is accurate.

### **33. Can a student take two years off after high school for a mission trip or military service?**

No, the student must enroll in college within one year of completing high school to maintain eligibility.

### **34. Why doesn't the CBS award cover all college costs?**

Per state statute, College Bound Scholarship is an early commitment of state financial aid for eligible students that covers three specific costs: tuition at public college rates, some fees, and a small book allowance.

### **35. Why did a student only receive \$X for College Bound?**

Institutions may meet the costs covered by the College Bound commitment using different state financial aid programs, such as the Washington College Grant. The specific "College Bound" amount will differ at each institution and for each student. Additional financial aid for college expenses beyond tuition may be available. This additional aid may be in the form of federal grants, work study, scholarships, and loans. Students should connect with the financial aid office at their colleges early in the process.

### **36. Is the scholarship transferrable?**

Yes, to other eligible institutions in Washington State.

**37. Can the scholarship be used for a master's degree?**

No, it is for undergraduate programs only. A bachelor's degree is the highest degree a student can earn using the scholarship.

APPEALS

**38. Can a student appeal if their College Bound record is not found?**

Yes, have them contact College Bound program staff at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov) or 888-535-0747, option 1.

**39. Can a student appeal the diploma requirement?**

No, it is written into the statute for the program requirements.

**40. Can a student appeal the GPA Requirement?**

No, it is written into the statute for the program requirements.

**41. Can a student appeal the one-year enrollment deadline?**

This depends on the student's specific situation. Students should work with their college financial aid office.

**42. Can a student appeal the five-year deadline?**

No, it is written into the statute for the program requirements.

**43. Can a student appeal the number of quarters they can use it?**

No, it is written into the statute for the program requirements.